



ADDENDUM #1

ITB/RFP NUMBER: 2017023-PW-P

Consulting Engineering Firm for Stormwater Improvement Plan RFP

DATE: August 24, 2016

TO: All Potential Bidders/Offerors

City of Harrisonburg's Consulting Engineering Firm for Stormwater Improvement Plan RFP, is modified as follows:

1. Question: Please clarify page limits in section 5.2.1: "**Unlimited pages** to address each requirement of the Scope of Work or the area(s) of expertise proposed to be provided." AND "**In two (2) pages or less**, provide information that will indicate your firm's ability to meet the time schedule for this project."

Answer: The page limits specified in section 5.2.1 is two (2) pages or less as written and does not insinuate or allow "unlimited pages" as the question states.

2. Question: Please clarify page limits in section 5.2.2: "**Unlimited pages** to provide evidence that demonstrates the firm's ability to provide the requested services." AND "**In five (5) pages or less** please emphasize your qualifications in the following areas: Quality control and Quality Assurance, Project Management and controls of multi-disciplinary activities."

Answer: The page limits specified in section 5.2.2 is five (5) pages or less as written and does not insinuate or allow "unlimited pages" as the question states.

3. Question: My concern is where to place materials (resumes and org chart and project experience) that would satisfy evaluation criteria #1 and #3 (listed below):

1. The specific experience, professional competence, and qualifications of the proposing firm and personnel (30 points)
3. Current and past experience in providing similar services (20 points)

Answer: In section 10.0, evaluation criteria #1 refers to the qualification of the proposing firm and does not necessarily need to include extensive personnel resumes. A summarized outline of key personnel qualifications and a summarized outline of the firm's overall professional experience would satisfy the evaluation criteria. Evaluation criteria #3 asks for a summarized outline of work performed that are similar to the requested services. It is anticipated that this evaluation criteria can be succinctly integrated into the five (5) page requirement for 5.2.2.

All other requirements, terms and conditions of the ITB/RFP remain unchanged.

Addendum page must be signed and returned with your bid/proposal to acknowledge receipt of this addendum.

Authorized Signature

By: Pat Hilliard, CPPB
Procurement Manager